

Mabwysiadu: Arweiniad i Ddefnyddwyr y Llysoedd

I bwy y mae'r daflen hon?

Dylai'r daflen hon gael ei darllen gan unrhyw un sydd yn meddwl gofyn i lys sirol neu i'r Brif Gofrestrfa yn Llundain wneud gorchymyn mabwysiadu.

Bydd hefyd o ddiddordeb i weithwyr proffesiynol ym meysydd materion cyfreithiol a gofal plant sy'n gysylltiedig â'r broses fabwysiadu.

Bydd y daflen hon yn dweud wrthyh:

- Pwy all wneud cais i fabwysiadu plentyn;
- Pa wybodaeth y bydd angen i chi ei rhoi i'r llys; a
- Sut y bydd y llys yn ymdrin â'ch cais.

Cynghorir unrhyw un sydd yn meddwl gwneud cais am orchymyn mabwysiadu i gysylltu â'u hawdurdod lleol neu ag asiantaeth fabwysiadu gymeradwy yn eu hardal am gyngor ynghylch y drefn a fydd yn berthnasol yn eu hachos hwy.

Nid yw'r daflen hon yn ymdrin â mabwysiadu plant o wledydd tramor. Os ydych yn meddwl mabwysiadu plentyn y mae ei gartref parhaol y tu allan i'r Deyrnas Unedig, Ynysoedd y Sianel neu Ynys Manaw gellir cael cyngor gan:

- eich awdurdod lleol;
- asiantaeth fabwysiadu gymeradwy;
- gwefan yr Adran Iechyd ar fabwysiadu (www.doh.gov.uk/adoption/intercountry);
- twrnai;
- canolfan gyfraith / canolfan cyngor cyfreithiol; neu
- Ganolfan Cyngor ar Bopeth

Sut mae cael gwybodaeth a chyngor?

Gallwch ofyn i aelod o staff y llys am wybodaeth ynghylch ffurflenni a'r drefn yn y llys. Fodd bynnag, dylech gofio na chaniateir i swyddogion llys roi cyngor cyfreithiol na'ch cynghori ynghylch beth i'w wneud yn eich achos chi.

Os oes angen cyngor arnoch, gall hyn gael ei ddarparu gan:

- eich awdurdod lleol;
- asiantaeth fabwysiadu gymeradwy;
- twrnai;
- Canolfan Cyngor ar Bopeth; neu
- ganolfan cyngor cyfreithiol neu ganolfan gyfraith.

Hefyd, ceir Mudiadau Gwirfoddol Cenedlaethol sy'n gallu cynnig gwybodaeth a help yn rhad ac am ddim i bobl sy'n ystyried mabwysiadu plentyn. Gallwch gael eu henwau a'u cyfeiriadau o 'Gyfeirlyfr y Gwasanaeth Cyfreithiol Cymunedol' sydd ar gael ym mhob llys neu o lyfrgell gyhoeddus, neu o'r 'Yellow Pages'.

Adoption: A Guide for Court Users

Who is this leaflet for?

This leaflet should be read by anyone who is thinking of asking a county court or the Principal Registry in London to make an adoption order.

It will also be of interest to legal and child care professionals who are involved in the adoption process.

This leaflet will tell you:

- Who may apply to adopt a child;
- What information you will need to provide to the court; and
- How the court will deal with your application.

Anyone thinking about applying for an adoption order is advised to contact their local authority or an approved adoption agency in their area for advice about the procedures that will apply in their case.

This leaflet does not deal with the adoption of children from overseas. If you are thinking of adopting a child whose permanent home is outside the United Kingdom, the Channel Islands or the Isle of Man advice is available from:

- your local authority;
- an approved adoption agency;
- the Department of Health's adoption website (www.doh.gov.uk/adoption/intercountry);
- a solicitor;
- a law centre / legal advice centre; or
- a Citizen's Advice Bureau.

How can I get information and advice?

You may ask a member of the court staff for information about forms and the court procedure. However, you should remember that court officials are not allowed to give legal advice or advise you about what to do in your case.

If you need advice this can be provided by:

- your local authority;
- an approved adoption agency;
- a solicitor;
- a Citizen's Advice Bureau; or
- a legal advice centre or law centre.

There are also National Voluntary Organisations that are able to offer information and help free of charge to people considering adopting a child. You can get their names and addresses from the 'Community Legal Service Directory' available in all courts or from a public library, or the 'Yellow Pages'.

Pwy all wneud cais am orchymyn mabwysiadu?

Gall cwpl priod wneud cais i fabwysiadu plentyn ar yr amod, ar yr adeg pan wneir y gorchymyn mabwysiadu:

- bod y gŵr a'r wraig, ill dau, **yn 21 oed o leiaf**, neu
- lle mai'r wraig yw mam y plentyn, ei bod hi **yn 18 oed o leiaf** a bod ei gŵr **yn 21 oed o leiaf**, neu
- lle mai'r gŵr yw tad y plentyn, ei fod ef **yn 18 oed o leiaf** a bod ei wraig **yn 21 oed o leiaf**; a
- bod o leiaf un o'r cwpl yn preswyllo (h.y. 'y mae eu cartref parhaol') mewn rhan o'r Deyrnas Unedig, Ynysoedd y Sianel neu Ynys Manaw.

Gall un person wneud cais i fabwysiadu plentyn ar yr amod, ar yr adeg pan wneir y gorchymyn mabwysiadu:

- ei f/bod ef neu hi yn 21 oed o leiaf; ac
- yn preswyllo (h.y. 'y mae eu cartref parhaol') mewn rhan o'r Deyrnas Unedig, Ynysoedd y Sianel neu Ynys Manaw; ac
- nad yw ef neu hi yn briod; neu
- ei f/bod ef neu hi yn gallu bodloni'r llys:
 - (a) na ellir cael hyd i'w b/phriod; neu
 - (b) ei f/bod ef neu hi a'u priod wedi ymwahanu ac yn byw ar wahân, a bod yr ymwahaniad yn debygol o fod yn barhaol; neu
 - (c) nad yw eu priod, oherwydd afiechyd, yn gallu gwneud cais am orchymyn mabwysiadu.

A oes angen i'r plentyn fyw gyda mi cyn y gellir gwneud cais am orchymyn mabwysiadu?

- os ydych chi neu'r ceisydd arall yn rhiant, yn llysriant neu yn berthynas i'r plentyn; neu
- os cafodd y plentyn ei leoli gyda chi gan asiantaeth fabwysiadu neu o ganlyniad i orchymyn a wnaed gan yr Uchel Lys

ni all y llys wneud gorchymyn mabwysiadu oni bai bod y plentyn yn 19 wythnos oed o leiaf, a'i gartref wedi bod gydag un o'r ceiswyr neu'r ddau ohonynt am y 13 wythnos flaenorol o leiaf.

Fel arall, ni all y llys wneud gorchymyn mabwysiadu oni bai bod y plentyn yn 12 mis oed o leiaf, a'i gartref wedi bod gydag un o'r ceiswyr neu'r ddau ohonynt am y 12 mis blaenorol o leiaf.

Os na chafodd y plentyn yr ydych yn dymuno ei fabwysiadu ei leoli gyda chi gan asiantaeth fabwysiadu, mae'n rhaid i chi hysbysu'r awdurdod lleol ar gyfer yr ardal yr ydych yn byw ynddi o'ch bwriad i wneud cais am orchymyn mabwysiadu o leiaf 3 mis cyn i chi gychwyn eich cais gyda'r llys.

Who may apply for an adoption order?

A married couple may apply to adopt a child provided that at the time the adoption order is made:

- both the husband and wife are **at least 21 years of age**, or
- where the wife is the mother of the child, she is at least 18 years of age and her husband is at least 21 years of age, or
- where the husband is the father of the child, he is at least 18 years of age and his wife is at least 21 years of age; and
- at least one of the couple is domiciled (i.e. has their 'permanent home') in a part of the United Kingdom, the Channel Islands or the Isle of Man.

One person may apply to adopt a child provided that at the time the adoption order is made:

- he or she is at least 21 years of age; and
- is domiciled (i.e. has their 'permanent home') in a part of the United Kingdom, the Channel Islands or the Isle of Man; and
- he or she is not married; or
- he or she is able to satisfy the court that:
 - (a) his or her spouse cannot be found; or
 - (b) that the spouses have separated and are living apart, and the separation is likely to be permanent; or
 - (c) their spouse is by reason of ill-health incapable of making an application for an adoption order.

Does the child need to live with me before an adoption order can be made?

- If you or the other applicant are a parent, step-parent or relative of the child, or
- if the child was placed with you by an adoption agency or as a result of an order made by the High Court,

the court cannot make an adoption order unless the child is at least 19 weeks old, and has had his or her home with one or both of the applicants for at least the previous 13 weeks.

Otherwise, the court cannot make an adoption order unless the child is at least 12 months old, and has had his or her home with one or both of the applicants for at least the previous 12 months.

If the child you wish to adopt was not placed with you by an adoption agency, you must notify the local authority for the area in which you live of your intention to apply for an adoption order at least 3 months before starting your application with the court.

Ymhle y dylwn gychwyn fy nghais i fabwysiadu?

Os oes gorchymyn llys o dan Ddeddf Plant 1989 neu Ddeddf Mabwysiadu 1976 mewn grym ar hyn o bryd mewn perthynas â'r plentyn yr ydych yn dymuno ei fabwysiadu, mae'n **rhaidd i chi** gychwyn eich cais i fabwysiadu yn y llys a wnaeth y gorchymyn cynharach hwnnw.

Ym mhob achos arall dylech, lle bo modd, gychwyn eich cais am orchymyn mabwysiadu mewn '**Canolfan Fabwysiadu**'. Mae Canolfannau Mabwysiadu yn llysoedd gyda barnwyr mabwysiadu a staff llys penodedig (a elwir yn 'swyddogion mabwysiadu') sy'n brofiadol yn y broses fabwysiadu. Ceir rhestr o'r holl Ganolfannau Mabwysiadu ar ddiwedd y daflen hon.

Fodd bynnag, os nad yw'n bosibl i chi fynd i Ganolfan Fabwysiadu gallwch gychwyn eich cais i fabwysiadu mewn llys sirol arall. Bydd staff y llys yn gallu dweud wrthydd a ydynt yn medru derbyn eich cais ai peidio.

Rhestrir cyfeiriadau a rhifau ffôn yr holl lysoedd sirol yn y llyfr ffôn o dan y pennawd '**Courts**'.

Os am unrhyw reswm y cychwynnir cais i fabwysiadu mewn llys sirol nad yw'n 'Ganolfan Fabwysiadu', bydd y cais yn debyg o gael ei drosglwyddo i Ganolfan Fabwysiadu gyfleus yn syth wedyn.

A fydd rhaid i mi dalu ffi?

Mae ffi'n daladwy am geisiadau mabwysiadu, a nodir hyn yn y daflen EX50 - Ffioedd y Llys Sirol. Fel arall, gall staff y Llys eich cyngori o'r ffi.

Fodd bynnag, fe allai eich sefyllfa ariannol olygu nad oes rhaid i chi dalu ffi. Mae'r llyfryn a'r ffurflen gais EX160A - Ffioedd y Llys - oes rhaid i mi eu talu? yn rhoi rhagor o wybodaeth am hyn. Gallwch gael EX160A gan y llys.

Pa ffurflenni a dogfennau fydd eu hangen arnaf?

Bydd angen y rhain arnoch:

- Tri chopi o ffurflen A6 (Proses gychwynnol ar gyfer gorchymyn mabwysiadu) ar gyfer pob plentyn;
- Ffurflen EX160 os ydych yn credu na fydd raid, o bosibl, i chi dalu ffi;
- Eich tystysgrif priodas wreiddiol neu gopi ardstiedig, os yn briodol (dychwelir hon atoch pan fydd y gorchymyn mabwysiadu wedi'i wneud); a
- Thystysgrif geni lawn ar gyfer y plentyn, neu os yw'r plentyn wedi'i fabwysiadu'n flaenorol, gopi o'r cofnod yn y Gofrestr Plant a Fabwysiadwyd.

Where do I start my adoption application?

If a court order under the Children Act 1989 or Adoption Act 1976 is currently in effect in respect of the child you wish to adopt, **you must** start your adoption application in the court which made that earlier order.

In all other cases you should, wherever possible, start your application for an adoption order in an '**Adoption Centre**'. Adoption Centres are courts with adoption judges and dedicated court staff (called 'adoption officers') who are experienced in the adoption process. A list of all Adoption Centres is included at the end of this leaflet.

However, if it is not possible for you to get to an Adoption Centre you may start your adoption application at another county court. The court staff will be able to tell you whether they are able to accept your application.

The addresses and telephone numbers of all county courts are listed in the telephone directory under **Courts**.

If for any reason an adoption application is started at a county court which is not an 'Adoption Centre', the application will be likely to be transferred to a convenient Adoption Centre immediately after issue.

Will I have to pay a fee?

A fee is payable for adoption applications; this is given in the leaflet EX50 - County Court Fees. Alternatively, the court staff can tell you the amount of the fee.

However, your financial situation may mean you do not have to pay the fee. The combined booklet and application form EX160A - Court Fees - do I have to pay them? provides further information on this. You may obtain the EX160A from the court.

What forms and documents will I need?

You will need:

- Three copies of form A6 (Originating process for an adoption order) for each child;
- Form EX160 if you think you may not have to pay a fee;
- Your original marriage certificate or a certified copy, if appropriate (this will be returned to you when the adoption order has been made); and
- A full birth certificate for the child, or if the child has previously been adopted, a copy of the entry in the Adopted Children Register.

Mae'n bosibl y bydd angen y canlynol arnoch hefyd:

- Os ydych yn wraig weddw neu yn ŵr gweddw, neu os ydych yn gwneud cais i fabwysiadu eich plentyn eich hun ac mae rhiant naturiol arall y plentyn wedi marw, gopi o'r dystysgrif marwolaeth nad yw'n llun-gopi;
- Os ydych wedi cael ysgariad, gopi o'r Dyfarniad Terfynol nad yw'n llun-gopi;
- Adroddiadau meddygol ar wahân ar eich iechyd chi, iechyd y plentyn ac unrhyw geisydd arall a baratowyd yn ystod y cyfnod o dri mis cyn dyddiad eich cais. **Fodd bynnag, nid oes angen unrhyw adroddiad os cafodd y plentyn ei leoli gyda chi gan asiantaeth fabwysiadu, neu os yw ef neu hi yn blentyn i chi neu yn blentyn i'r ceisydd arall.**
- Os yw'r plentyn wedi'i ryddhau i'w fabwysiadu, gopi o'r gorchymyn rhyddhau; ac
- Os nad yw pob rhiant neu warcheidwad i'r plentyn yn cytuno i orchymyn mabwysiadu gael ei wneud ac yr ydych yn dymuno i'r llys hepgor eu cytundeb, dri chopi o'ch 'Datganiad Ffeithiau'

Gallwch gael copïau o Ffurflen A6 ac EX160 gan y rhan fwyaf o lysoedd sirol. Mae Ffurflen A6 ar gael hefyd ar wefan y Gwasanaeth Llys (www.courtservice.gov.uk/cymru).

Ymhle y gallaf gael copi o'm tystysgrif priodas neu o dystysgrif geni lawn y plentyn os nad oes un gennyf?

Os cawsoch eich priodi yng Nghymru a Lloegr, neu os cafodd y plentyn ei eni yng Nghymru a Lloegr, gallwch gael copi gan:

- swyddfa'r Cofrestrydd Genedigaethau, Marwolaethau a Phriodasau dros yr ardal lle cawsoch eich priodi neu'r ardal lle cafodd y plentyn ei eni. Gallwch gael y cyfeiriad o'r llyfr ffôn.

- Cofrestrydd Cyffredinol, ONS Southport, Smedley Hydro, Trafalgar Road, Birkdale, Southport, PR8 2HH.

Rhif Ffôn: 0151 471 4830 – Adran Fabwysiadu

Rhif Ffôn: 0870 243 7788 – Adran Priodasau a Genedigaethau

Rhif Ffôn: 01704 569824 – Switsfwrdd

Ni allwch ymweld yn bersonol â'r swyddfa hon.

Gallwch hefyd gysylltu â'r Ganolfan Cofnodion Teuluol yn 1 Myddleton Street, Llundain EC1R 1UW. (www.familyrecords.gov.uk)

You may also need the following:

- If you are a widow or widower, or if you are applying to adopt your own child and the child's other natural parent has died, a copy of the death certificate that is not a photocopy;
- If you are divorced a copy of the Decree Absolute that is not a photocopy;
- Separate medical reports on your health, the health of the child and any other applicant made during the period of three months before the date of your application. **However, no report is needed if the child was placed with you by an adoption agency, or if he or she is your child or the child of the other applicant.**
- If the child has been freed for adoption, a copy of the freeing order; and
- If you do not have the agreement of each parent or guardian of the child to the making of an adoption order and wish the court to dispense with their agreement, three copies of your 'Statement of Facts'.

You may obtain copies of Form A6 and EX160 from most county courts, or from the Court Service website (www.courtservice.gov.uk/wales).

Where can I get a copy of my marriage certificate or the child's full birth certificate if I do not have one?

If you were married in England or Wales, or the child was born in England or Wales, you can get a copy from:

- The office of the Registrar of Births, Deaths and Marriages for the district in which you were married or the district in which the child was born. You can get the address from the telephone book.
- The Registrar General, ONS Southport, Smedley Hydro, Trafalgar Road, Birkdale, Southport, PR8 2HH.

Telephone: 0151 471 4830 – Adoption Section

Telephone: 0870 243 7788 – Marriages and Births Section

Telephone: 01704 569824 – Switchboard

You cannot call into this office.

You may also contact the Family Records Centre, 1 Myddleton Street, London EC1R 1UW (www.familyrecords.gov.uk).

- Bydd rhaid i chi dalu ffi er mwyn cael copi o dystysgrif. Bydd y swyddfa y cysylltwch â hi yn dweud wrthyh faint yw'r ffi.

Os cawsoch eich priodi yn Yr Alban neu yng Ngogledd Iwerddon neu y cafodd y plentyn yr ydych yn dymuno ei fabwysiadu ei eni yn unrhyw un o'r gwledydd hyn gallwch gael rhagor o wybodaeth gan:

The General Register Office for Scotland, New Register House, 3 West Register Street, Caeredin, EH1 3YT (Rhif Ffôn – 0131 334 0380); neu

The General Register Office, Oxford House, 49-55 Chichester Street, Belfast, BT1 4HL (Rhif Ffôn – 028 90252000).

A fydd angen Datganiad Ffeithiau arnaf?

Os nad yw pob rhiant neu warcheidwad i'r plentyn yn cytuno i orchymyn mabwysiadu gael ei wneud, ac yr ydych yn dymuno i'r llys hepgor cytundeb y person hwnnw, mae angen Datganiad Ffeithiau. Os felly bydd angen i chi lenwi paragraff 12 o Ffurflen A6 gan roi un neu fwy o'r rhesymau a ganlyn (yr hyn a elwir yn 'seiliau') a restrir isod:

- “Nid oes modd cael hyd i'r rhiant neu'r gwarcheidwad neu nid yw ef neu hi yn gallu rhoi eu cytundeb”;
- “Mae'r rhiant neu'r gwarcheidwad yn atal eu cytundeb yn afresymol”;
- “Mae'r rhiant neu'r gwarcheidwad wedi methu yn gyson heb reswm digonol â chyflawni ei gyfrifoldeb rhiant dros y plentyn”;
- “Mae'r rhiant neu'r gwarcheidwad wedi gadael neu esgeuluso'r plentyn”;
- “Mae'r rhiant neu'r gwarcheidwad wedi cam-drin y plentyn yn gyson”;
- “Mae'r rhiant neu'r gwarcheidwad wedi cam-drin y plentyn mewn modd difrifol”.

Bydd angen hefyd i chi roi gwybodaeth i'r llys i gefnogi'r cais hwn. **Datganiad Ffeithiau** yw'r enw a roddir ar y ddogfen ategol hon a dylai:

- esbonio pam eich bod yn gofyn i'r llys hepgor cytundeb pob rhiant neu warcheidwad i'r plentyn; a
- chael ei llofnodi gan eich twrnai neu gennych chi (a'r ceisydd arall) os nad oes gennych dwrnai.

Bydd y llys yn anfon copi o'r datganiad hwn at bob rhiant neu warcheidwad i'r plentyn. Felly, os ydych yn bwriadu gofyn i'r llys beidio â datgelu pwy ydych, dylech sicrhau nad yw'r Datganiad Ffeithiau yn cynnwys unrhyw wybodaeth a allai ddatgelu hynny.

- You will have to pay a fee to receive a copy certificate. The office that you contact will tell you how much it is.

If you were married in Scotland or Northern Ireland or the child you wish to adopt was born in either of these countries you may obtain further information from:

The General Register Office for Scotland, New Register House, 3 West Register Street, Edinburgh, EH1 3YT (Telephone – 0131 334 0380); or

The General Register Office, Oxford House, 49-55 Chichester Street, Belfast, BT1 4HL (Telephone – 028 90252000).

Will I need a Statement of Facts?

A Statement of Facts is only required if you do not have the agreement of each Parent or Guardian of the child, and wish to ask the court to make an order dispensing with that person's agreement. If this is the case you will need to complete paragraph 12 of Form A6 giving one or more of the following reasons (known as 'grounds') listed below:

- “The parent or guardian cannot be found or is incapable of giving agreement”;
- “The parent or guardian is withholding his agreement unreasonably”;
- “The parent or guardian has persistently failed without reasonable cause to discharge his parental responsibility for the child”;
- “The parent or guardian has abandoned or neglected the child”;
- “The parent or guardian has persistently ill-treated the child”;
- “The parent or guardian has seriously ill-treated the child”.

You will also need to provide information to the court in support of this request. This supporting document is known as the Statement of Facts and should:

- explain why you are asking the court to dispense with the agreement of each parent or guardian of the child; and
- be signed by your solicitor or you (and the other applicant) if you do not have a solicitor.

The court will send a copy of this statement to each parent or guardian of the child. Therefore, if you intend to ask the court to keep your identity confidential, you should make certain that the Statement of Facts does not include any information that could identify you.

Beth ddylwn ei wneud os nad wyf yn dymuno datgelu pwy ydwyf?

Os nad ydych yn dymuno i riant(rhieni) neu warcheidwad(gwarcheidwaid) y plentyn yr ydych yn bwriadu ei fabwysiadu wybod pwy ydych a beth yw eich cyfeiriad, gallwch ofyn i'r llys roi **'Rhif Cyfresol'** i chi. Er mwyn gwneud hyn, dylech lenwi paragraff 23 ar Ffurflen A6. Unwaith y mae'r llys wedi rhoi rhif cyfresol, bydd unrhyw ddogfennau a anfonir at rieni neu warcheidwaid y plentyn yn cynnwys y rhif hwn yn hytrach nag unrhyw fanylion personol amdanoch chi neu unrhyw geisydd arall. Yn ogystal, os oes gofyn i chi a rhieni neu warcheidwaid y plentyn fod yn bresennol yn yr un gwrandawriad llys, bydd y llys yn gwneud trefniadau i sicrhau, trwy gydol yr amser, na ddatgelir pwy ydych.

Beth fydd yn digwydd pan fyddaf wedi gadael y cais gyda'r llys?

Anfonir ffurflen atoch (a elwir yn 'Bleintnod'). Bydd hon yn dweud wrthyfch bod eich cais wedi'i godi a bydd yn dderbynneg am eich ffi (os ydych wedi'i thalu).

Bydd barnwr mabwysiadu, a fydd yn penderfynu beth ddylai ddigwydd nesaf, wedyn yn ystyried eich cais. Mae pob achos yn wahanol a bydd y penderfyniadau a wneir gan y barnwr yn adlewyrchu anghenion penodol eich cais chi. Mae'n debyg, fodd bynnag, y bydd, o bosibl, yn gofyn am i rai neu bob un o'r canlynol ddigwydd:

- bod swyddog adrodd, neu os yw hynny'n briodol, gwarcheidwad plant yn cael ei b/phenodi;
- bod yr asiantaeth fabwysiadu neu'r awdurdod lleol yn paratoi adroddiad ('a elwir yn adroddiad Atodlen 2') a fydd yn rhoi i'r llys fanylion am y plentyn, amdanoch chi a'ch teulu, unrhyw riant neu warcheidwad i'r plentyn ac unrhyw wybodaeth gefndir ddefnyddiol arall a fydd yn helpu'r llys i benderfynu pa benderfyniadau y dylid dod iddynt yn eich achos chi;
- bod y llys yn trefnu gwrandawriad ('a elwir yn 'wrandawriad cyfarwyddo cyntaf'). Bydd hwn fel arfer yn digwydd oddeutu 4 wythnos ar ôl i'ch cais gael ei dderbyn. Anfonir manylion am y gwrandawriad hwn atoch chi neu at eich twrnai, at rieni naturiol y plentyn, at unrhyw berson arall sydd â chyfrifoldeb rhiant dros y plentyn ac at unrhyw berson sy'n paratoi adroddiad ar gyfer y llys neu sy'n gweithredu ar ran yr awdurdod lleol, yr asiantaeth fabwysiadu, neu'r plentyn.

What should I do if I wish my identity to remain confidential?

If you do not want your identity and address made known to the parent(s) or guardian(s) of the child that you are intending to adopt, you may ask the court to issue you with a **'Serial Number'**. To do so, you should complete paragraph 23 on Form A6. Once the court has issued a serial number, any documents sent to the parent(s) or guardian(s) of the child shall contain this number rather than any personal details about you or any other applicant. In addition, if you and the parents or guardians of the child are both required to attend the same court hearing, the court will make arrangements to ensure that your identity remains protected throughout.

What will happen when I have left the application with the court?

You will be sent a form (known as a 'Plaint Note'). This will tell you that your application has been issued and will be a receipt for your fee (if you have paid one).

An adoption judge who will decide what should happen next will then consider your application. Every case is different and the decisions made by the judge will reflect the particular needs of your application. It is likely, however, that he may ask for some or all of the following to take place:

- a reporting officer, or if appropriate, a children's guardian to be appointed;
- the adoption agency or local authority to prepare a report (known as a 'Schedule 2 report') which will provide the court with details about the child, you and your family, any parent or guardian of the child and other useful background information that will help the court decide what decisions should be reached in your case;
- the court to arrange a hearing (called a 'first directions hearing'). This will take place about 4 weeks after your application has been received. Details of this hearing will be sent to you or your solicitor, the natural parents of the child, any other person with parental responsibility for the child and any person preparing a report for the court or acting on behalf of the local authority, adoption agency or the child.

Beth yw Swyddog Adrodd neu Warcheidwad Plant?

- Ym mhob achos lle yr ymddengys bod rhiant neu warcheidwad i blentyn yn fodlon cytuno i orchymyn mabwysiadu gael ei wneud, mae'r llys yn penodi person (a elwir yn 'Swyddog Adrodd') i gynhyrchu adroddiad sy'n canolbwyntio ar agwedd y rhiant neu'r gwarcheidwad tuag at y mabwysiadu.
- Lle nad yw rhiant neu warcheidwad yn fodlon cytuno i orchymyn mabwysiadu, mae'r llys yn penodi person (a elwir yn 'Warcheidwad Plant') i ddiogelu buddiannau'r plentyn a gwneud ymchwiliad manwl o amgylchiadau'r plentyn mewn perthynas â'r mabwysiadu.

Beth yw Gwrandawriad Cyfarwyddo Cyntaf?

Apwyntiad yw Gwrandawriad Cyfarwyddo Cyntaf pan fydd y barnwr yn ystyried yr achos a gwneud penderfyniadau (a elwir yn 'gyfarwyddiadau') ynghylch y materion canlynol:

- i. a oes unrhyw wallau neu fylchau yn y cais neu'r dogfennau ategol y mae angen eu cywiro;
 - ii. mewn achosion lle na lleolwyd y plentyn gan asiantaeth fabwysiadu, yr angen i chi ffeilio datganiad yn esbonio'r cefndir i'r achos, eich rhesymau dros ddymuno mabwysiadu, ac unrhyw wybodaeth berthnasol arall;
 - iii. dod o hyd i'r rhieni naturiol;
 - iv. yr amserlen ar gyfer ffeilio unrhyw adroddiadau o dan Atodlen 2, gan warcheidwad plant neu swyddogion adrodd, ac unrhyw dystiolaeth arall;
 - v. dadlennu gwybodaeth i'r ceiswyr ac i rieni neu warcheidwaid y plant;
 - vi. manteision defnyddio gwasanaeth canoli neu ddulliau eraill o ddatrys anghydfodau er mwyn datrys materion a ymleddir;
 - vii. a ddylai'r plentyn gael ei wneud yn barti i'r cais;
 - viii. a ddylai'r achos gael ei glywed gan Farnwr yn yr Uchel Lys;
 - ix. a oes angen gwrandawriad cyfarwyddo pellach; ac
 - x. os yn bosibl, ddyddiad a lleoliad y gwrandawriad terfynol.
- Anfonir copi o'r gorchymyn llys sy'n esbonio'r cyfarwyddiadau y mae'r barnwr wedi'u gwneud, atoch chi neu at eich twrnai.

What is a Reporting Officer or a Children's Guardian?

- In every case where a parent or guardian of a child appears willing to agree to the making of an adoption order, the court appoints a person (called a 'Reporting Officer') to produce a report which focuses on the parent's or guardian's attitude towards the adoption.
- Where a parent or guardian is unwilling to agree to an adoption order, the court appoints a person (called a 'Children's Guardian') to safeguard the interests of the child and conduct a thorough investigation of the child's circumstances in relation to the adoption.

What is a First Directions Hearing?

A First Directions Hearing is an appointment at which the judge will consider the proceedings and make decisions (known as 'directions') about the following matters:

- i. whether there are any errors or omissions in the application or supporting documentation that need to be corrected;
- ii. in cases where the child was not placed by an adoption agency, the need for you to file a statement explaining the background to the application, your reasons for wishing to adopt, and any other relevant information;
- iii. tracing the birth parents;
- iv. the timetable for filing any Schedule 2, children's guardians or reporting officers reports, and any other evidence;
- v. the disclosure of information to the applicants and the parents or guardians of the child;
- vi. the benefits of using mediation or alternative dispute resolution to resolve contested issues;
- vii. whether the child should be made a party to the application;
- viii. whether the case should be heard by a High Court Judge;
- ix. whether a further directions hearing is necessary; and
- x. if possible, the date and place of the final hearing.

A copy of the court order explaining what directions the judge has made will be sent to you or your solicitor.

Unwaith y mae cyfarwyddiadau wedi'u rhoi bydd y barnwr mabwysiadu penodedig – ynghyd â'r swyddog mabwysiadu – yn monitro hynt eich achos er mwyn sicrhau y cydymffurfir â'r amserlen ac unrhyw gyfarwyddiadau.

Once directions have been given the allocated adoption judge – together with the adoption officer – will monitor the progress of your case to make certain that the timetable and any directions are complied with.

A ellir clywed fy nghais mewn llys sirol nad yw'n Ganolfan Fabwysiadu?

Os nad ydych yn gallu mynd i Ganolfan Fabwysiadu lle bydd eich gwrandawriad yn cael ei gynnal, gallwch ysgrifennu at y barnwr yn gofyn i'r gwrandawriad gael ei symud i lys sirol arall. O dan rai amgylchiadau, mae'n bosibl y bydd y barnwr yn caniatáu i'r apwyntiad ddigwydd yn rhywle heblaw am y Ganolfan Fabwysiadu. Os felly, bydd y llys yn anfon rhybudd at bawb sy'n ymwneud â'r achos yn eu hysbysu o'r amser, dyddiad a lleoliad newydd ar gyfer yr apwyntiad.

Can my application be heard at a county court that is not an Adoption Centre?

If you are unable to get to the Adoption Centre at which your hearing will take place, you may write to the judge asking for the hearing to be moved to another county court. In certain circumstances, the judge may allow the appointment to take place away from the Adoption Centre. If so, the court will send a notice to everyone involved in the case telling them the new time, date and location for the appointment.

Rhestr o'r holl Lysoedd Sirol sy'n Ganolfannau Mabwysiadu

Abertawe	Casnewydd	Norwich
Aberystwyth	Chelmsford	Nottingham
Birmingham	Coventry	Peterborough
Blackburn	Croydon	Plymouth
Bolton	Derby	Pontypridd
Bournemouth	Efrog	Portsmouth
Bow	Guildford	Reading
Bradford	Ipswich	Rhydychen
Brentford	Kingston-upon-	Romford
Brighton	Hull	Sheffield
Bromley	Leeds	Southampton
Bryste	Lerpwl	Stockport
Caer	Lincoln	Stoke-On-Trent
Caerdydd	Llangefni	Sunderland
Caergaint	Luton	Swindon
Caerhirfyn	Macclesfield	Taunton
Caerlŷr	Manceinion	Telford
Caerliwelydd	Medway	Truro
Caerwrangon	Middlesbrough	Warrington
Caerwysg	Milton Keynes	Watford
Cambridge	Newcastle	Wolverhampton
	Northampton	Y Rhyl

Mae Prif Gofrestrfa'r Adran Deulu, yng nghanol Llundain, hefyd yn Ganolfan Fabwysiadu.

List of all County Court Adoption Centres

Aberystwyth	Guildford	Peterborough
Birmingham	Ipswich	Plymouth
Blackburn	Kingston-upon-	Pontypridd
Bolton	Hull	Portsmouth
Bournemouth	Lancaster	Reading
Bow	Leeds	Rhyl
Bradford	Leicester	Romford
Brentford	Lincoln	Sheffield
Brighton	Liverpool	Southampton
Bristol	Llangefni	Stockport
Bromley	Luton	Stoke-On-Trent
Cambridge	Macclesfield	Sunderland
Canterbury	Manchester	Swansea
Cardiff	Medway	Swindon
Carlisle	Middlesbrough	Taunton
Chelmsford	Milton Keynes	Telford
Chester	Newcastle	Truro
Coventry	Newport (Gwent)	Warrington
Croydon	Northampton	Watford
Derby	Norwich	Wolverhampton
Exeter	Nottingham	Worcester
	Oxford	York

The Principal Registry of the Family Division, in central London, is also an Adoption Centre.